

MILPERSMAN 1600-060

DECLARATION OF DESERTION

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone:	DSN COM FAX	882-4451 (901) 874-4451 882-2626
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NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC
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References	(a) DoD Directive 1325.2 of 2 Aug 2004 (b) Uniform Code of Military Justice (UCMJ) (c) BUPERSINST 1610.10A (Chapter 3, Para. 3-6f) (d) NAVSUP Publication 485, Naval Supply Procedures, Volume 1, Rev. 3, Part D, Para. 1256 (e) NAVSUP Publication 490, Transportation of Personal Property, Rev. 4, Chapter 6, Para. N6000.B
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1. **Policy**. Date and time of desertion always start from the initial unauthorized absence (UA). If UA over leave or liberty, UA/desertion commences at the time leave or liberty expired.

2. **Procedures**. When conditions outlined in MILPERSMAN 1600-010 are met:

a. **Declare**. Declare the member a deserter by preparing and transmitting DD 553 (5-04), Deserter/Absentee Wanted by the Armed Forces, per reference (a). Include information and additional personnel documentation as indicated below.

(1) Write "unknown" in the fields for which information is not available and leave the distribution block of DD 553 blank.

(2) Provide amplifying information per form directions in remarks section and, additionally, note the following:

(a) Command point of contact (POC) E-Mail and telephone numbers.

(b) If this is a case of desertion under aggravated circumstances as detailed in enclosure (1) of reference (a).

(c) If the individual is suspected of other UCMJ (reference (b)) offenses, and what article(s) is (are) applicable.

(d) If the individual holds the rank of E-7 or above.

(e) Any information that would assist investigators in locating the individual.

b. **Evaluation/Fitness Report.** Complete close-out evaluation/fitness report per reference (c).

c. **Forward Documentation.** Forward the following by quickest means possible:

(1) DD 553.

(2) Copy of OPNAV 5580/1 (Rev. 11-06), Incident Report, if applicable.

(3) Enlistment contract.

(4) Photograph of the member, if available (an electronic photograph file may be obtained from the command's Personnel Support Activity Detachment (PERSUPPACT DET) or Pass and ID office (Common Access Card (CAC) photograph file), or servicing Defense Eligibility Enrollment Reporting System (DEERS) office).

(5) Copy of latest leave papers, or last known address.

d. **Declaration.** DD 553 is mandatory for creation of a warrant and serves as the official declaration notification; it must be received by Navy Absentee Collection and Information Center (NACIC) to take a deserter into custody. Timely deserter status declaration should be accomplished as follows:

(1) **Transmit electronically - required.** Commands should transmit DD 553 and other required information via one of the following:

Facsimile (FAX)	COM (847) 688-6745 / DSN 792-6745
E-Mail (scanned copies)	grlk_nacic@navy.mil (underscore between grlk and nacic)

(2) **Mail - required.**

Mail original DD 553 and other required documentation to:	Officer-in-Charge Navy Absentee Collection and Information Center 2834 Green Bay Road North Chicago, IL 60064-3094 Phone: (847) 688-2105/6/7 DSN 792-2105/6/7 Toll free 1-(800) 423-7633
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e. **If Deserted from Foreign Port.** If member deserted from a foreign port, forward a copy of DD 553 and a picture, if available, to the nearest United States (U.S.) consul.

3. **Critical Precaution**

a. Desertion cases are complicated because, in most cases, returnees are separated from their field service record (FSR). Service records are always required to adjust pay accounts and for evidence to sustain desertion/UA charges. Incorrect service record processing and documentation, including courts-martial charge sheets, may result in unnecessary delays in bringing offenders to trial and possibly losing a case at a court-martial. Ensure complete, timely, and accurate submission of all documentation.

b. Commands are responsible for the accurate completion and submission of DD 553, timely deserter status declaration, and completing appropriate service record entries prior to forwarding records and documents to NACIC. Records received by NACIC that are improperly closed out, improperly completed, or have inaccurate forms, will be returned to the command for correction and will not be included in Navy Personnel Command (NAVPERSCOM) deserter unit identification code (UIC) (41104).

4. **Disposition of Personal Effects and Service Records**

a. **Service Records.** Retain a deserter's record on board for **120 days**. On the **121st** day, forward all records via registered mail to:

**Officer in Charge
Navy Absentee Collection and Information Center
2834 Green Bay Road
North Chicago, IL 60064-3094**

Mark outside envelope "**DESERTER - DO NOT OPEN IN MAIL ROOM.**"
Ensure the following documents are inserted in the record, and are completed accurately, to prevent return to the command for reprocessing:

(1) NAVPERS 1070/606 (Rev. 10-00), Record of Unauthorized Absence.

(2) NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks.

(3) Copy of NAVSUP 29 (Rev. 5-78), Inventory of Personal Effects Lost - Abandoned - Unclaimed. (S/N 0108-LF-500-0803)

(4) Copy of DD 553 (Rev. 5-04), Deserter/Absentee Wanted by the Armed Forces.

b. **Decommissioning Units.** Decommissioning units will send records to NACIC, with annotation on NAVPERS 1070/613 included in the records, citing when the unit is to be decommissioned. Contact NACIC within 60 days of decommissioning date to arrange for deletion of these members from the command's Enlisted Distribution and Verification Report (EDVR) (accounting category code (ACC) 109 - Deserter).

c. **Overseas or Deployed.** Commands will send NACIC all applicable records and documents after

(1) a member has been absent for 31 days or more and has been declared a deserter where the command is either

- an overseas shore activity,
- a unit home-ported overseas,
- a deployed unit (absent from home port for more than 90 days consecutively), or

(2) the member had a previous period of desertion.

Annotate in the remarks section of DD 553 that the command meets the requirements of this paragraph and wants (or does not want) the deserter transferred to the deserter UIC (41104) as soon as possible.

d. **Personal Effects.** Dispose of personal effects per references (d) and (e), and send to:

Officer in Charge
Cheatham Annex
Fleet and Industrial Supply Center Norfolk
108 Sanda Avenue
Williamsburg, VA 23187-8792

e. **On Board Ship Automatic Teller Machines (ATM).** Any monies in a deserter's ATM account on board a ship will be handled per reference (e).

5. **Action by NAVPERSCOM**

a. Upon receipt of DD 553, NACIC will change the member's on board personnel accounting status to Deserter ACC 109. Upon return to military control, NACIC will change the member's ACC to the appropriate status. Allow 60 days for this transaction to reflect on the command's EDVR. NACIC will transfer member to NAVPERSCOM Deserter UIC (41104) upon receipt of records per paras. 4a through 4c. All members assigned to UIC 41104 will be escorted to the closest Transient Personnel Unit (TPU) for processing (as in MILPERSMAN 1600-030, para. 2b(6)) irrespective of length of absence/desertion.

b. Replacements will be provided per priorities in the requisition system and availability of assets.